

**NORTH TEMPE MULTI-GENERATIONAL CENTER**  
**BUILDING SUPERVISOR**

**Opening Date:** October 18, 2007

**Closing Date:** Applications will be accepted until the needs of the City are met.

**Hourly Wage:** \$10.50 hour

**Hours:** Monday 12 p.m. - 9 p.m., Tuesday through Thursday from 12 p.m. - 5 p.m., and  
Sundays from 12:30 p.m. - 6 p.m.

**Minimum  
Qualifications:**

- Bachelor's degree in recreation, education or a social services related field is desirable
- Customer service experience
- Computer knowledge –Word, Excel
- Able to communicate clearly and concisely, both orally and in writing
- Able to understand and carry out oral and written directions
- Able to follow established policies and procedures
- Able to establish and maintain cooperative working relationships with public and staff
- Current First Aid/CPR certification is desirable

**Essential  
Job Functions:**

- Provide facility supervision during scheduled activities
- Answer a multi-line phone
- Serve the public by providing information concerning the facilities, programs and policies
- Enter data and program registration information into computer
- Set up rooms: Lifting and moving chairs, tables and program equipment (up to 50 pounds)
- Handle building emergencies
- Assist with facility projects
- Open/Close and secure facility
- Attend monthly staff meetings

Download application at <http://www.tempe.gov/northtempe/Parttime Application.pdf>

Or

Pick up applications at:  
North Tempe Multi-Generational Center  
1555 North Bridalwreath Street  
Tempe, AZ 85281  
480-858-6500